Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

December 3, 2015

Spring 2015 MI-Access Student Data File

The Spring 2015 MI-Access Student Data file was made available to schools and districts on November 23, 2015. The student data file contains **ONLY** student level data. As has been done in the past, you may find the **EMBARGOED** Spring 2015 MI-Access student data file on the MDE Secure Site (https://baa.state.mi.us/BAASecure/) by using the **Report** header drop-down.

IMPORTANT - Individual student results may be shared with parents at this time; however, it is **NOT** permissible to share any school, district, or state-level results with parents, the community, or other external parties until the embargo is lifted by the MDE. School Board meetings are considered open meetings; therefore, the sharing of embargoed assessment results at these meetings is not permissible until the embargo is lifted.

Test Results Embargo Reminder

Individual student M-STEP results have been available to schools and districts through the Secure Site in the form of the Student Data File and Individual Student Reports since October and November respectively. As noted above, the MI-Access Student Data File was recently made available. Additional reports will be rolled out as they become available.

Please remember that all test results are embargoed until notification from MDE that the embargo has been lifted. This will happen when school and district aggregated results are made publicly available through the MISchoolData portal. Individual student results may be shared with building and district staff to support their work with students, school improvement, and other internal efforts. Individual student results may also be shared with parents. Results may not be shared with the public, including school boards, until the embargo has been lifted.

Key: 💻 information Tech Coordinators also need to know   🧩 supports and accommodations information

► Sign up for Spotlight *(https://public.govdelivery.com/accounts/MIMDE/subscriber/new)* today! Enter your email address and select Spotlight under Student Assessment.

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Spring 2015 M-STEP District and Building Level Aggregate Data Coming Soon!

The MDE is committed to providing you with validated Spring 2015 M-STEP aggregate data before the holidays. In prior years, schools and districts have had approximately a two-week period to review your aggregate data before the public release. During this transition year, you will have a shortened embargo window to review your aggregate data prior to the public release. Superintendents, Building Principals, and District Assessment Coordinators will receive an email notification as soon as the validated aggregate data is available for their review.

🖥 Technology Summit

The Michigan Department of Education (MDE), staff from the Technology Readiness Infrastructure Grant (TRIG), and Data Recognition Corporation (DRC)—our online delivery vendor—are hosting a Technology Summit in Lansing on **December 7, 2015**. Although this event is currently full for attending in person, an online viewing option has been added for all to remain up-to-date on these technology-related items.

The agenda will include the following:

1. Presentations by DRC covering the Michigan rollout, product roadmap, and technology survey
2. Focus group sessions along with presentations from colleagues
3. An interactive session with the DRC team

Please note: This event is not a "How to setup/install/use INSIGHT or TSMs" as there are already training sessions and online training videos that cover this process. Instead, this will be an opportunity to have DRC share our positive experiences and pain points, as well as for you to share your ideas for DRC to consider in future releases of their online suite. We look forward to providing suggestions to help them make their product the best online testing experience for Michigan students and the teams that support the delivery of M-STEP, MI-Access, and WIDA.

A complete schedule and agenda will be sent out to all registrants once it is finalized.

Technology Summit online viewing information:
Monday, December 7, 2015 – 9:00 AM

Join WebEx meeting (http://tinyurl.com/mdetech15)
- Meeting number: **801-006-449**
- Meeting password: **Testing1**

Join by phone
- 1-855-244-8681
- 1-650-479-3207
- Access code: 801 006 449

Kindergarten Entry Assessment Webinar – Using Your KEA Data

Educators who participated in this fall's Kindergarten Entry Assessment (KEA) may find it useful to attend a webinar on how to use the data collected from this fall's checkpoint. This webinar will show educators how to use the KEA data to individualize instruction for their students and communicate children's developmental levels to parents and families.

The **Using Your KEA Data** webinar will be presented on **December 9, 2015 at 4:00 PM**. Register for this webinar at Using Your KEA Data (https://attendee. gotowebinar.com/register/1130556709060608258).

After registering, you will receive a confirmation email from GoToWebinar containing information about joining the webinar. The webinar will be recorded and posted to the TS Gold KEA site (https://gold. teachingstrategies.com/login.cfm).

K–2 Early Literacy and Numeracy Spring 2016 Field Test

The Office of Standards and Assessment (OSA) is pleased to announce that the Early Literacy and Numeracy assessments in ELA and mathematics will be available again this spring. These benchmark assessments are for students in kindergarten, first grade, and second grade. The spring 2016 administration of the K–2 assessments is the final field-test opportunity for students in grades K, 1, and 2 to experience online testing of ELA and mathematics content aligned to Michigan's standards before the early literacy and numeracy assessments become operational in the fall of 2016.

Schools may elect to have only one classroom take the early literacy/numeracy assessments, or decide that all students in a certain grade will take the assessments, or perhaps all district students in grades K, 1, and 2 will participate; this is a district-determined decision.

The testing window for the K-2 Early Literacy/ Numeracy Field Test is the entire 7-week M-STEP online testing window (April 11 – May 27, 2016) in order to allow the greatest degree of flexibility in scheduling.

Resources: Sample Item Sets for students and teachers to practice with new item types and online tools are currently under development, and will be posted in the next few weeks. Stay tuned for more information on the K–2 Early Literacy/Numeracy Field Test in future Spotlights.

MI-Access - Revised Versions of the Draft Essential Elements Documents Now Available!

The Office of Standards and Assessment has been reviewing feedback received from the field and from the public regarding the new alternate content standards. Based on this feedback and review, the draft Essential Elements with Michigan Range of Complexity for English language arts (ELA) and mathematics are being revised. Revised draft documents for grades K–5 are now available on the MI-Access Web page (www.michigan.gov/mi-access). Under the **What's New** section, click on ELA and Mathematics Essential Elements. The new draft documents are listed on the site by grade level and content area. These documents replace the previous crosswalks found on the site. Revised documents for grades 6–12 will be provided as soon as review and revision of these grade levels are complete.

WIDA ACCESS Placement Test (W-APT) Cycle I Closes December 4th

Cycle I of the WIDA ACCESS Placement Test (W-APT) closes this Friday, December 4, 2015. All scores of students who were administered the W-APT during Cycle I (August 15 – December 4) must be entered into the Secure Site by **Friday, December 18, 2015**. Educators are also reminded that they must keep a hard copy of the student's W-APT scores in the student's permanent record file or CA-60.

Directions for entering W-APT scores in the Secure Site can be found in the Secure Site Procedure and User Manual (https://baa.state.mi.us/BAASecure/pdfs/SecureSiteUserManual.pdf) on page 242.

Beginning on December 7, 2015, educators must start administering the on-grade level (Cycle II) W-APT for any newly enrolling students who have one 'yes' to either of the two Home Language Survey (HLS) questions.

Directions on administering the W-APT can be found in the **Secure WIDA Portal** under the **W-APT Screener Test Docs & Webinars** section. Please go to WIDA (www.wida.us) to login.

If you do not have a login for the Secure WIDA Portal please contact your District WIDA Coordinator. If you do not have a District WIDA Coordinator, please identify a person for this role and contact the Office of Standards & Assessment at 877-560-8378, Option 5, or send an e-mail to baa@michigan.gov for directions on creating a new Secure WIDA Portal Account.

WIDA ACCESS for ELLs 2.0 Writing Policy

Some students in grades 4–12 who will be taking the online form of the WIDA ACCESS for ELLs 2.0 (summative assessment for English Learners) may have the option to handwrite their responses to the computer-based Writing section questions in a separate paper/pencil booklet. Only the following students may be eligible for this option:

- A student with disabilities (IEP or 504 plan) whose disability necessitates a handwritten response.

- A recently arrived student (12 months or less in the U.S.) whose limited familiarity with keyboarding may create significant interference for them during their testing experience.

This policy does not require that these students handwrite their response. These students' IEP Teams, English as a Second Language (ESL) teachers, or primary educators should still determine the most appropriate response mode based on the needs and skills of the individual student. Additional information will be forthcoming regarding materials for those students who are testing online, but will need a paper/pencil booklet to handwrite their response.

WIDA Test Exceptions Window

The window for WIDA Test Exceptions will be open from **December 7, 2015 – January 8, 2016** in the Secure Site. This window is a period of time in which educators may request a waiver from the Spring 2016 WIDA ACCESS for ELLs 2.0 or the Alternate ACCESS for ELLs for some students with specific disabilities. All test exceptions must be applied for on an annual basis and approvals do not carry over from year-to-year. For more information on WIDA Test Exceptions please refer to the WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs Test Exceptions and False LEP Guidance document found on the MDE WIDA web page (www.michigan.gov/wida) under **What's New**.

Directions for submitting WIDA Test Exceptions can be found on the Secure Site Training web page (www.mi.gov/securesitetraining) under the **Quick Reference** section. For questions about how to submit WIDA Exceptions, please call 1-877-560-8378, Option 3 or e-mail baa@michigan.gov.

Correcting Accidental Designations of Limited English Proficient ('False LEP') Students

'False LEP' students are those who have been falsely identified as LEP in the MSDS due to human error (i.e., data entry personnel inadvertently reported a student as LEP when the student's home language and primary language is English).

Schools and districts will have the opportunity to submit appeals in the Secure Site (www.mi.gov/baa-secure) requesting review of 'False LEP' cases for possible correction within the MSDS. The window for 'False LEP' appeals to be submitted in the Secure Site will run from **December 7, 2015 – January 8, 2016 at 5:00 PM**. Directions on how to submit 'False LEP' appeals can be found on the Secure Site Training

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website (www.mi.gov/securesitetraining) under the **Quick Reference** section using the link for **WIDA Exceptions**.

Appeals will only be approved if they meet the specific requirements described in the Guidance for WIDA Test Exceptions and False LEP Appeals document found on the MDE WIDA web page (www.michigan.gov/wida) under **What's New**. If the LEA's request is approved, the student will continue to be indicated as LEP in the MSDS for the 2015–16 school year but will

not be expected to participate in the Spring 2016 WIDA ACCESS for ELLs 2.0 or WIDA Alternate ACCESS for ELLs.

For further details, please refer to the communication sent to Title III Administrators by Shereen Tabrizi, Ph.D., Education Consultant Manager, Office of Field Services. Please direct questions or concerns regarding 'False LEP' to LaTrese Royal, Analyst, Office of Field Services at 517-373-7307 or at RoyalL@michigan.gov.

SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Offsite Testing Requests – Submit by January 15, 2016

Most schools participating in the April 2016 Michigan-sponsored test administrations will use their schools as the test location. However, if you need more space—for example, if your school is a virtual school, or if you want to administer the PSAT 8/9, PSAT 10, and SAT with Essay on the same day and don't have enough room in your school—you can request an off-site testing location.

Once you have identified a potential facility, the first step is to complete the Testing Plan template. A separate plan is required for each off-site location. **To request an off-site testing location, go to the "K-12 Educators" section of our** website (www.collegeboard.org/michigan). Look for the **Requesting an Off-Site Testing Location** section for instructions and to download the Testing Plan template. All off-site testing location requests must be received **no later than January 15, 2016**, in order to allow sufficient time for processing prior to test administration day.

⧉ Accommodations Requests – Submit by February 16, 2016

All schools that have Attending Institution (AI) codes, the College Board code for your school, should have already begun the process of requesting **College Board Accommodations** for college-reportable scores. If a school doesn't have an AI code, you will be provided a code in December by College Board. The code will be required to submit accommodations requests. Therefore, once schools receive their AI code, they should begin their accommodations requests. Requests should be submitted for all students requiring accommodations for PSAT 8/9, PSAT 10, and SAT with Essay. Remember, if a student has been approved for a College Board Accommodation previously, for example if they tested PSAT/NMSQT in Fall 2015, they do not need to be resubmitted.

In addition to College Board Accommodations, the College Board will be supporting **State-Allowed Accommodations (SAAs)** for students taking the

Michigan-sponsored assessments in April 2016. SAAs are in place to provide accommodations or supports to students who may not want to use College Board Accommodations, or for those such as an English Learner who requires a glossary when taking College Board assessments. SAAs provide scores to students, K-12 educators, and the Michigan Department of Education (MDE); **however, students who test with an SAA will NOT receive a college-reportable score**.

When applying for accommodations for SAT, PSAT 10, or PSAT 8/9, we recommend applying for College Board Accommodations first, unless the accommodation requested is one of the following, as defined by MDE:

- Reading test directions in the student's native language.

- Reading content and questions in the student's native language.

- Use of a bilingual word-for-word, non-electronic translation glossary for English language learners.

- Signing of the content and test questions in American Sign Language (ASL).

- Student responds in American Sign Language (ASL).

In each of the accommodations listed, the test will need to be administered in a separate room and schools are expected to provide the translator or glossary per MDE and College Board guidelines included in the Supervisor manuals.

All SAAs should be submitted via the SSD Online system (https://www.collegeboard.org/students-with-disabilities/ssd-online) beginning in January 2016. At that time, once logged in, SSD Coordinators will see a link in the upper left-hand corner to go to the SAA Dashboard. For SAA requests, the submission of student information should be initiated from the SAA Dashboard. All SAA requests will be automatically approved and do not require documentation. All requests must be submitted by **February 16, 2016**, for SAT for 11th-graders, PSAT 10 for 10th-graders, and PSAT 8/9 for ninth-graders in order to ensure that the appropriate materials will be provided on test day. SAAs are available only for the Michigan-sponsored administration.

The College Board will be covering SAAs in further detail in our Accommodations webinar on **January 13, 2016, at 3:30 pm**. To register, click here or go to: https://collegeboardtraining.webex.com/collegeboardtraining/, select the **Event Center** tab and look in the **Other Events** section for the January webinar entitled "Understanding College Board Accommodations for Michigan".

Along with news in the Spotlight, the College Board will continue to update information about the spring implementation on our Michigan website (www.collegeboard.org/michigan).

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Important Dates

Events Happening Next Week . . .

Technology

💻 **December 7, 2015:** Technology Summit – The agenda will include presentations by DRC covering the Michigan rollout, product roadmap, and technology survey; focus group sessions along with presentations from colleagues; and an interactive session with the DRC team.

KEA

- **December 9, 2015, 4:00 PM:** KEA Webinar Using Your KEA Data.(See article on page 2.)

Supports and Accommodations

🧩 **December 11, 2015 – 9:00–10:00 AM:** Webinar on universal tools, designated supports, and accommodations for the 2016 M-STEP, MI-Access, SAT, ACT WorkKeys, and WIDA assessments.

December

M-STEP

- **Now – January, 15, 2016:** Window to request an off-site administration of the M-STEP. To request access, go to the Spring 2016 M-STEP Off-Site Authorization Request (https://baameap. wufoo.com/forms/spring-2016-offsite-test-administration-request/).

SAT, PSAT10, PSAT 8/9

- **Now – January, 15, 2016:** Window to request an off-site administration of the SAT, PSAT 10, and PSAT 8/9. (See article on page 4.)

WIDA

- **December 4, 2015:** Cycle I of the WIDA ACCESS Placement Test (W-APT) **CLOSES**.

- **December 7, 2015:** Cycle II of the WIDA ACCESS Placement Test (W-APT) **OPENS**.

- **December 7, 2015:** The **Pre-ID Student Report** for students taking the WIDA ACCESS will be available to schools on the Secure Site (www. michigan.gov/baa-secure).

- **December 7 – December 28, 2015:** The **Initial Material Order** screen to order WIDA Braille and enlarged print is available.

- **December 7, 2015 – January 8, 2016:** (See related articles on page 4.)

  - **WIDA Test Exceptions Window** – educators may request a waiver from the Spring 2016 WIDA ACCESS for ELLs 2.0 or the Alternate ACCESS for ELLs for some students with specific disabilities

  - **WIDA False LEP appeals Window** – Schools and districts will have the opportunity to submit appeals in the Secure Site (www. mi.gov/baa-secure) requesting review of 'False LEP' cases for possible correction within the MSDS.

- **December 18, 2015:** Deadline to enter all scores of students who were administered the W-APT during Cycle I (August 15 – December 4) into the Secure Site.

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Important Dates

January 2016

Supports and Accommodations

January 6, 2015 – 3:00–4:00 PM: Webinar on universal tools, designated supports, and accommodations for the 2016 M-STEP, MI-Access, SAT, ACT WorkKeys, and WIDA assessments.

January 25, 2015 – 9:00–10:00 AM: Webinar on universal tools, designated supports, and accommodations for the 2016 M-STEP, MI-Access, SAT, ACT WorkKeys, and WIDA assessments.

SAT/PSAT/WorkKeys/M-STEP

- **January 7, 2016:** Last date to submit Student Record Maintenance (SRM) for DAS to Pre-ID students for SAT, PSAT, WorkKeys, and/or M-STEP.

- **Week of January 11, 2016:** The **Pre-ID Student Report** will be available to schools for students taking the SAT, PSAT, WorkKeys, and/or M-STEP on the Secure Site (www.michigan.gov/baa-secure).

M-STEP/MI-Access

- **Week of January 11, 2016:** The **Online Sessions** function for putting students into online sessions for M-STEP and MI-Access FI is available.

SAT, PSAT10, PSAT 8/9

January 13, 2016, 3:30 PM: "Understanding College Board Accommodations for Michigan" webinar. (See page 6 for more information.)

February 2016

SAT, PSAT10, PSAT 8/9

February 16, 2016: Deadline to submit State-Allowed Accommodations (SAA) requests to ensure that the appropriate materials will be provided on test day. (See article on pages 5 and 6)

► Access previous Spotlight editions (http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html)

Have Other Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.